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2 December 1958

MEMORANDUM FOR THE RECORD

SUBJECT: Interview with Mr. [REDACTED] Office of Personnel, regarding Personnel Statistics for 1953-1956.

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1. Mr. [REDACTED] had prepared some ten tables showing the trends of personnel statistics during the period. The tables compared the figures for December 31, 1952 with those for December 31, 1956 or they gave the figures for each calendar year. He said that the Office of Personnel (OP) only compiled figures on staff employees. It did not have the information on contract employees, whether departmental or field. The figures for contract agents and the employees of proprietary corporations would have to be obtained from DD/P. He thought that Col. White had received some information on contract employees and employees of proprietary corporations. He did not know what answer had been given to the question which was asked at the House Appropriations Committee Hearing of March 10, 1955, "How many people altogether are working for CIA, including agents, employees of cover organizations and all others?" In the future OP may count against the ceiling contract people employed in headquarters on a regular schedule of duty. He thought that the OTR [REDACTED] 25X1X8 Language and Area School contract employees, who were hired as needed, might not be regarded as being on a regular schedule. The tables presented do include project people. There was a time when project people were not reported against the ceiling.

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2. Mr. [REDACTED] said that OP was not responsible for the Personnel Graphs for Fiscal Years compiled by the Comptroller's Office. OP furnished some personnel figures to the Comptroller's Office but he did not know how they used them. The Comptroller's Office might use payroll figures. He could usually reconcile the figures.

3. They agreed that the trend in the period was for a lower ceiling and a lessening of the gap between the ceiling and the on duty strength. The Agency was getting away from the use of T/O and eventually the T/O would be eliminated. The Agency on duty strength was getting very close to the ceiling, too close for comfort.

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3. Mr. [REDACTED] was not sure that they could compile a table for the supergrades since they would have difficulty in determining the exact list as of Dec. 31, 1952. To find out the education, previous government experience, record with the Agency, military service and other information about the supergrades they would have to pull records of individuals. OP is now compiling biographic profiles which will give most of this information. He said that they might get biographic profiles for those people now holding supergrades. The records would not show in all cases whether or not a supergrade had experience with OSS. The Agency and OSS files have not been completely combined and some former OSS employees were picked up in 1947 without formal papers.

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4. They said that they could furnish some information on race of Agency staff personnel but they were not sure about the beginning of the period. Mrs. [REDACTED] thought that the figures would show that the ~~record of the Agency as far as Fair Employment practices was concerned could not be good.~~ The proportion of colored employees was smaller than for some other agencies. [REDACTED] had a pool of colored typists. The positions in this pool offered no opportunities for promotion. There were very few professional Negro employees. GS-12 was about the highest grade attained by a Negro.

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5. The table on male and female employees by grade showed that except for the supergrades, the proportion of female employees in the higher grades had increased during the period. There were no supergrade female employees and only 2 had attained the grade of GS-15. Mrs. [REDACTED] said that one of the problems which female employees faced in the DD/P area was the reluctance of area divisions to appoint women as case officers in the field. There were women reports analysts and administrative officers in the field stations. There was a lack of satisfactory field positions to which women might rotate.

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6. The table on the annual separation rate showed that the rate for 1953 was higher than for the other years. Mrs. [REDACTED] explained this on the ground that in 1952 and 1953 many recruiters promised college girls overseas duty. When the overseas assignment was not made immediately, many girls resigned. Later in the period

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college girls were asked to sign a statement to the effect that they did not expect to go overseas until after they had worked for the Agency for sixteen months. College girls were recruited to do clerical work. The separation rate for college graduates is higher than that for high school graduates. The separation/^{rate}for the Agency as a whole is lower than/^{for}other agencies, particularly the separation rate for the higher grades. The separation rate in the higher grades was higher in 1953 than for the later years in that many returnees from overseas assignments were walking the halls in 1953 because of reorganizations in headquarters and the stopping of expansion/ with the armistice in Korea. Many persons waiting for reassignment resigned. During the Korean War~~x~~ was the last wild period for hiring and after this was over some of the low grade employees were eliminated.

7. In answer to a comment that the Agency had fewer employees at grade GS-3 than at GS-5, Mr. [REDACTED] said that clerk typists and stenographers were hired at GS-4. If a person could do only clerical work, the grade GS-3 was given. They were trying to avoid hiring persons at GS-3. The average grade for the entire Agency was about one grade higher than other agencies. The reason for this was that there were no huge clerical staffs as in the Bureau of the Census. There was a higher ratio of professionals in the Agency. Mr. [REDACTED] made a report to Col. White on this situation. 25X1A9a

8. Mr. [REDACTED] admitted that the table on vacancies was artificial but he said that it was substantially correct. He said that recruitment could not be based on actual number of vacancies but had to be based on anticipated vacancies which were a function of ^{expected}separations as 25X1A9a

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well as the difference between the ceiling and on duty strength. You cannot begin to recruit only when a vacancy occurs. It takes too long to bring a person aboard.

9. The figures for number of interviews with applicants were not too satisfactory. These are interviews conducted by the OP. It does not include interviews of applicants by other offices. Even the OP figure may not be complete since the recruiter in Personnel Recruitment Division may not make an interview report and fill out a reject card. There is no requirement that a person who is to be hired has to be interviewed by OP. The figure for the number of security investigations requested is accurate. The figure for the number of applications received is not available on a historical basis.

10. The figure on the number of applicants tested is the best of the period that is available. For the last two years/all testing was done by Assessment and Evaluation Staff of OTR in cooperation with OP.

11. In connection with the recruitment of economists for ORR, OP now has a cooperative arrangement under which the OP recruiter 25X1X8 [REDACTED] sets up the appointments, sends the forms, and sits in with the ORR recruiter at the time of the interview.

12. Only a partial breakdown could be obtained regarding the type of persons interviewed. There was a broad division between clerical applicants and other applicants but in headquarters even this difference was not kept.

25X1A9a 13. Mr. [REDACTED] said that he had some information on reasons for cancellation of security initiations which would help explain the difference between security initiations and E.O.D.s.

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He thought that the difference was being reduced since OTR and Office of Communications were bringing in applicants for physical and polygraph before their security investigation was initiated.

14. He said that the figures for JOT applicants interviewed was much smaller than the number of persons examined for the Foreign Service since the JOT program was a spotting program and not a program which advertised widely for applicants who chose themselves whether or not they would apply. The JOT program was mainly for recruiting case officers for DD/P. High physical standards had to be met. There are relatively few JOT's who were recruited for DD/S or DD/I. Practically the only recruitment of professionals at the lower level done by DD/P was now through the JOT program. There were a few case officers who were recruited for FI from RI.

25X1A9a 15. The figures on separations by factor were ^{in general} based on reasons given by employee in his separation interview as fitted into the classification by the interviewer. Some of the factors listed under CIA separations were obtained from administrative sources. OP has in most cases found it undesirable/to try to probe beyond the reasons given by the interviewee. Mr. [REDACTED] stated that the Agency has not had a reduction in force (rif) requirement. They have always gotten down to ceiling strength by the process of attrition. There has been a selection out process.

25X1A9a 16. The figures on the career staff gave only the total number accepted. Mr. [REDACTED] said that he did not have figures on the number that did not apply, the number deferred, and the number rejected.